


YEARLY EVENTS CALENDAR

July 2007						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 HAPPY NEW YEAR! 	2 Monthly UCM web update.	3	4 State Holiday 	5	6	7 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
8	9	10	11	12	13	14 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
15	16	17 ProRata/SWCAP expenditure training for central service agencies.	18	19	20	21 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
22	23	24 Have you ordered and received all of your monthly CALSTARS reports?	25	26	27	28 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
29	30 Last day to run monthly CA/FS by 10AM.	31 Statements due for General Fund, feeder funds, economic uncertainty funds. 4th quarter CMIA reports due. Month-end rollover.	FSCU FAQ (see www.dof.ca.gov/fisa/fscu/fscu_faqs.htm for more questions) Can departments issue agency checks when the current year Budget has not been passed? Yes, departments can disburse general cash to: <ul style="list-style-type: none"> • Issue refunds (SAM Section 8095). • Remit money to the State Treasury (SAM Section 8091). • Purchase or buy back dishonored checks from the bank (SAM Section 8043). Departments can disburse revolving fund cash for: <ul style="list-style-type: none"> • Prior fiscal year payments (SAM Section 8110). • Payment to an employee for salary earned when errors or delays prevent the payroll warrant from being delivered (SAM Section 8595). 			

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August 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Monthly UCM web update.	3	4 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
	5	6	7	8	9	10
11						12
13	14	15 Quarterly ProRata transfer by SCO.	16	17 Last day to transmit auto year-end DB3 data (set indicator by 6PM).	18 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.	19
20 Statements due for all funds other than General Fund. Watch for announcement for CMIA Open Forum.	21 Central service expenditure data due to FSCU.	22 Reminder: Run YEC/YEO before CA/FS.	23	24 Have you ordered and received all of your monthly CALSTARS reports?	25	26
27	28 Register for CALSTARS 2007-2008 training classes.	29	30 Last day to run monthly CA/FS by 10AM.	31 Month-end rollover.		

YEARLY EVENTS CALENDAR

September 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Vendor payment purge.
2	3 State Holiday	4 Monthly UCM web update.	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Reminder: Run YEC/YEO before CA/FS. CMIA Forum.	20	21 Have you ordered and received all of your monthly CALSTARS reports?	22
23	24	25	26	27 Last day to run monthly CA/FS by 10AM.	28 Month-end rollover.	29
30	<p>FSCU FAQ (see www.dof.ca.gov/fisa/fscu/fscu_faqs.htm for more questions) What is a Payee Data Record (STD. 204) and why must the payee complete it before the State can make a disbursement?</p> <p>A Payee Data Record (STD. 204) is a form the State requires of any non-governmental entity entering into a business transaction that may lead to a payment from the State. If a payment is reportable to the Internal Revenue Service and/or the Franchise Tax Board, the State prepares an information return for the Taxpayer Identification Number (TIN) provided by the payee on the STD. 204. The TIN for an individual or a sole proprietor is his/her Social Security Number. (Internal Revenue Code Section 6109(a); Revenue and Taxation Code Section 18646; SAM Section 8422.19 et seq.)</p>					

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October 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Monthly UCM web update.	3	4	5	6
7	8 State Holiday	9	10	11	12	13
14	15	16	17	18	19 ProRata assessment sheets and SWCAP apportionment sheets due to FSCU.	20
21	22	23	24 Have you ordered and received all of your monthly CALSTARS reports?	25	26	27
28	29	30 Last day to run monthly CA/FS by 10AM.	31 Timesheet purge. 1 st quarter CMIA reports due. Month-end rollover.			



YEARLY EVENTS CALENDAR

November 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Monthly UCM web update.	3
4	5	6	7	8	9	10
11	12 State Holiday	13	14	15 Quarterly ProRata transfer by SCO.	16	17
18	19	20	21 Early processing day. Have you ordered and received all of your monthly CALSTARS reports?	22 State Holiday	23 State Holiday	24
25	26	27	28	29 Last day to run monthly CA/FS by 10AM.	30 Month-end rollover.	

YEARLY EVENTS CALENDAR

December 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FSCU FAQ (see www.dof.ca.gov/fisa/fscu/fscu_faqs.htm for more questions) Can departments pay claims against reverted appropriations from current appropriations? Does Department of Finance (Finance) need to approve reverted year claims? Departments may pay claims against reverted appropriations from any current year appropriation available for the same purpose, e.g., a claim against a reverted support appropriation may be paid from a current year support appropriation (GC Section 16304.1; SAM Section 8422.7). Finance approval is not required for such claims.						1 Vendor payment purge.
2	3 Monthly UCM web update.	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Last day to correct 2007 reportable payments. Request P01/P02 reports.	19 2007 reportable payments sent to FTB to create 1099s. Begin posting 2008 reportable payments.	20	21	22
23	24 Early processing day. Have you ordered and received all of your monthly CALSTARS reports?	25 State Holiday 	26	27	28 Last day to run monthly CA/FS by 10AM.	29
30	31 Month-end rollover. Early processing day. CMIA Annual Report, ICRPs/SWCAP due to Federal Government.					

YEARLY EVENTS CALENDAR

January 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 State Holiday	2 Reminder: Batch dates must be 2008. Monthly UCM web update.	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 State Holiday	22	23	24 Have you ordered and received all of your monthly CALSTARS reports?	25	26
27	28	29	30 Last day to run monthly CA/FS by 10AM.	31 2 nd quarter CMIA reports due to FSCU. Month-end rollover.		

YEARLY EVENTS CALENDAR

February 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Monthly UCM web update. Develop year-end work plan.	5	6	7	8	9
10	11	12 State Holiday	13	14	15 Quarterly ProRata transfer by SCO.	16
17	18 State Holiday	19	20 Watch for year-end closing COM.	21	22 Have you ordered and received all of your monthly CALSTARS reports?	23
24	25 Watch for ProRata, SWCAP, ICRP training schedule.	26	27	28 Last day to run monthly CA/FS by 10AM.	29 Month-end rollover.	



YEARLY EVENTS CALENDAR

March 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>CALSTARS FAQ (see www.dof.ca.gov/html/calstars/faq.htm for more questions)</p> <p>What should be done when a CALSTARS password is revoked?</p> <p>The agency's Security Officer should send an e-mail to prodctl@dof.ca.gov. The e-mail should include the agency's Organization Code and the client's user ID.</p>						<p>1</p> <p>Vendor payment purge.</p>
2	<p>3</p> <p>Monthly UCM web update.</p>	4	5	6	7	8
9	10	11	12	13	14	15
16	<p>17</p> 	18	19	20	<p>21</p> <p>Have you ordered and received all of your monthly CALSTARS reports?</p>	22
23	<p>24</p> <p>Watch for CALSTARS year-end training schedule COM.</p>	25	26	<p>27</p> <p>Last day to run monthly CA/FS by 10AM.</p>	<p>28</p> <p>Month-end rollover.</p>	29
30	<p>31</p> <p>State Holiday</p> <p>CMIA interest payment due to Federal Government.</p>					

YEARLY EVENTS CALENDAR

April 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Start conducting year-end planning meetings (use year-end work plan).	2 Monthly UCM web update. Set AS reversion indicators for CFY022 and CFY023 processes.	3 Register for CALSTARS year-end training classes.	4	5
6	7	8 CFY022 process 1st run – reports only.	9	10 Reminder: Review OC, AS IC, PCA, LC, CA, EM tables before generating and creating FFY 2008 tables.	11 Watch for Budget Letter – Year-end Reporting Requirements.	12
13	14	15	16	17	18 CFY022 process 2nd run – reports only.	19
20	21	22	23 Have you ordered and received all of your monthly CALSTARS reports?	24	25	26
27	28	29 Last day to run monthly CA/FS by 10AM.	30 Month-end rollover. 3 rd quarter CMIA reports due.			

YEARLY EVENTS CALENDAR

May 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 CFY022 process final run – generates liquidation and reclass entries.	2 Monthly UCM web update. First day to run CA/FS for April.	3
	4	5	6	7	8	10
	11	12	13 Watch for news item regarding SCO Fiscal Year-end Procedures.	14	15 Quarterly ProRata transfer by SCO.	17
	18	19	20	21	22 CFY023 process 1 st run – reports only.	23 Have you ordered and received all of your monthly CALSTARS reports?
25	26 State Holiday	27	28	29 Last day to run monthly CA/FS by 10AM.	30 Month-end rollover.	31

YEARLY EVENTS CALENDAR

June 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Monthly UCM web update.	3	4	5	6	7 Vendor payment purge.
8	9	10	11 Review 'AAAAAAAAA' vendor numbers.	12	13 CFY023 process 2nd run – reports only.	14
15	16 Ensure FFY 2008 OC table is established.	17	18	19	20	21
22	23 Have you ordered and received all of your monthly CALSTARS reports?	24	25	26 Ensure all FFY 2008 tables are established and reviewed (OC, AS, IC, PCA, LC, CA, EM tables).	27 Last day to run monthly CA/FS by 10AM.	28
29	30 Month-end rollover. CMIA Treasury-State agreement due to Federal Government. CFY023 process final run – generates reclass entries					